

**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE AND EVALUATION**

SECTION I - Identification

Working Title: Administrative Assistant

Department: Transportation

Class Code Number: 436113

Division & Bureau: MCS Division
License and Permit Bureau

Class Code Title: Administrative Assistant

Section & Unit: N/A

Pay Band: 3

Work Address:
2550 Prospect Ave
Helena, MT 59620

Position Number: 22127

Phone: 406.444.7638

☐ FLSA Exempt

☒ FLSA Non-Exempt

Profile Completed By:
Kila Shepherd, MCS HR Specialist

Work Phone:
406.444.9624

Work Unit Mission Statement or Functional Description:

The Motor Carrier Services Division (MCS) protects the Federal government's and Montana's investment in Montana's highway system and ensures the safety of the traveling public through regulation of the motor carrier industry and enforcement of all state and federal commercial and agricultural motor carrier laws, rules and regulations.

MCS is one of the divisions within the Department of Transportation (MDT). The Licensing and Permitting Bureau (LPB) is one of three bureaus within the MCS Division. The LPB is comprised of a Licensing Section and a Permitting Section.

The LPB delivers a variety of services to the commercial motor carrier industry that are required by the industry in order to operate legally in the State of Montana. These services include the registration, in accordance with the International Registration plan (IRP) and the International Fuel Tax Agreement (IFTA), of all commercial vehicles owned by Montana-based carriers and used in interstate commerce; permit services for all commercial carriers who wish to travel on Montana's highways but whose commercial vehicles are size and/or weight non-compliant; specialty customer service packages developed for Montana's commercial vehicle; and development and implementation of the State of Montana's commercial vehicle registration, licensing and permitting policies and procedures which are used by both the LPB and the commercial motor carrier industry to assure that a uniform and consistent service relationship is maintained. Additionally, the LPB is responsible in Montana for the Unified Carrier Registration (UCR) which is a Federal program that assures state carrier compliance with national commercial vehicle insurance requirements; the Uniform Prorate Agreement which formally defines Montana's commercial vehicle relationship with each of the Canadian Provinces; the International

Registration Plan (IRP) which requires that member jurisdictions operate under uniform commercial vehicle registration and licensing procedures; and the Heavy Vehicle Use Tax (HVUT) program whereby Montana-based carriers are monitored and certified compliant by the state with Federal commercial vehicle weight tax requirements.

The Enforcement Bureau consists of a Bureau Chief, Region Captains Region Lieutenants, and Uniformed Montana Peace Officers that protect Montana's highway system and ensure public safety by enforcing commercial and agricultural vehicle and driver laws, rules, and regulations. They implement the Federal Highway Administration (FHWA) Commercial Vehicle Size and Weight Enforcement Plan and Commercial Vehicle Safety Plan (CVSP) to maintain eligibility for federal highway construction funding. MCS Enforcement Officers serve at multiple weigh stations across the state and patrol the open road. They also complete fuel tax evasion investigations, enforce livestock shipping regulations, complete customs inspections, enforce State and Federal commercial vehicle and driver laws, rules and regulations, provide peace officer assistance to other law enforcement agencies and provide assistance to the traveling public.

Describe the Job's Overall Purpose:

This position provides administrative support for the License & Permit Bureau, Enforcement Bureau, and MCS Division operations. Primary duties include providing administrative support services to the Division Administrator, L&P and Enforcement Bureau Chiefs and Bureau personnel and performing a variety of other duties as assigned. This position reports to the License & Permit Bureau Chief and does not supervise other staff.

<i>SECTION II - Major Duties or Responsibilities</i>	<i>% of Time</i>
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1. Predominant Duties and Responsibilities

- | | |
|------------------------------|-----|
| A. Administrative Services - | 75% |
|------------------------------|-----|
1. As requested, provides administrative support at Division meetings. Contacts the Division Administrator and staff for meeting topics and assembles the agenda. Maintains the accuracy and completeness of meeting records by recording meeting minutes; transcribing, editing and revising minutes and providing copies of the minutes to the Division staff.
 2. Manages and maintains all License and Permit and Enforcement Bureaus hard copy and electronic records relating to correspondence, and the Bureaus' library materials for effective storage, retrieval and reference of material. Assists in organizing and performing records retention, disposal and/or transfer for the Bureau. Maintain records according to department and state policy. Duties include:
 - a) Prepares the records-related forms for the financial stationary inventory and office supplies for inventory, retention, and disposal. Purge old files, update current file inventory lists/schedules and amend retention schedules.
 - b) Provides assistance to license and permit internet users who are submitting electronically for use of the VISTA permitting system.
 - c) Reallocates credit card purchases for division personnel. This involves receipt of credit card purchases from bureau personnel, properly coding, and entering into appropriate banking system to ensure proper budgeting areas are charged correctly.

3. Assembles and distributes information for the Bureau staff, the public and other internal users for use at meetings and in answering correspondence.
4. Serves as the receptionist for the Division. Greets and directs the general public and department employees to the appropriate office. Answers general questions from the motor carrier industry and the general public. Manages office functions for the Bureaus by:
 - scheduling and coordinating meetings, travel and training for Bureau personnel,
 - purchasing Division office supplies and equipment, and arranging related office equipment service/repair calls,
 - reviewing incoming mail and distributing to appropriate staff,
 - answering telephone and retrieving messages for call-back, distributing call-backs to L&P techs as appropriate, and
 - referring customers to others for appropriate assistance.
5. Performs administrative support activities including word processing projects, sending facsimile correspondence and preparing documents for regular, bulk, or registered and certified mail.
6. Distributes and routes information for review and comment at the Division Administrator, Enforcement or License and Permit Bureau Chief's request. Monitors outstanding documents pending review and comment, and follows up as needed to ensure the established internal deadlines are met.
7. Strives to promote MDT's mission statement to serve the public by establishing a service orientation toward constituents, customers and the public by being responsive, informative and open to outside involvement; and, by being resourceful and striving for excellence in the organizational effectiveness, efficiency and accountability. This mission can be utilized through daily communication within the Division, other agencies, industry, and the general public to assure that all goals and objectives of the Division and Bureaus are effectively achieved.

B. Reporting and Data Entry 20%

1. Creates and maintains a spreadsheet which includes on-line permitting activities for the L&P Bureau.
2. Composes monthly phone usage report for the MCS Administrator and other appropriate personnel.
3. Enter Enforcement Bureau's Notice to Appear (Form 8) tickets and disposition copies into ORACLE database and files the office and disposition copies as received from the courts.

C. Other Duties and Responsibilities 5%

Performs a variety of assignments and projects as directed by the MCS Division Administrator, the Enforcement or L&P Bureau Chiefs. Projects include conducting research, coordinating special events, and providing input on operational practices and procedures.

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1. ***Which of the duties and/or specific tasks listed under 1. (above) are considered “essential functions” that must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)***

All Duties listed above

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Predominant work requires the ability to sit or stand for extended periods of time (working at a desk).
- Operating a personal computer.
- Communicate in writing, in person and over the phone.
- Lifting a minimum of 25 pounds infrequently and 10 pounds routinely.

MENTAL

- Ability to multi-task.
- Demands for accuracy in all aspects of work.
- Ability to meet inflexible deadlines.
- Compiling information.
- Ability to read and understand laws and regulations, department and division policies.
- Interoffice communication in a diverse work group.

Predominant work is performed in an office.

6. ***Does this position supervise others?*** ☐ Yes ☒ No

Number directly supervised:

Complexity level of the positions supervised:

Position Number(s) of those supervised:

7. ***This position is responsible for:***

- | | | | |
|---|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other: | | | |

8. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

office management methods and procedures,
bookkeeping and accounting principles and practices,
computers and software applications,
business English,
composition and grammar

SKILLS:

operation of personal computers, Microsoft software and general office equipment.

Behaviors required to perform these duties?

write clearly and concisely,
manage multiple tasks and deadlines,
accurately follow written and verbal instructions,
make routine decisions,
maintain confidentiality,
maintain effective working relationships

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study: None required

Required/Acceptable: None required

Related: None required

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional): A minimum of three years of progressively responsible administrative experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

SECTION IV – Other Important Job Information

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: Dan Kiely _____ Title: Bureau Chief

Signature: _____ Date: 8/26/09

Division/District Administrator:

Name: Dennis Sheehy _____ Title: Administrator

Signature: _____ Date: 8/26/09

Department Designee:

Jennifer Jensen _____ Chief Human Resources Officer

Signature: _____ Date: 9/1/09
